



SECRETARY II

PART-TIME

(25 hrs. per week)

\$12.16 - \$14.11

New Hampshire Employment Security is seeking to fill a **Part-time** position in the Deputy Commissioner's Office, 32 S. Main St., Concord, NH.

Applications must be received in the Human Resources office by April 10, 2009.

SCOPE OF WORK: To provide secretarial support to the Administrative Hearing Office in the Deputy Commissioner's office at New Hampshire Employment Security and other sections within the Department as needed.

MINIMUM QUALIFICATIONS:

EDUCATION: Completion of high school, G.E.D. or its equivalent, including courses in office procedures, word processing or typing. Each additional year of approved formal education may be substituted for one year of required work experience.

EXPERIENCE: Two years' experience in a secretarial position, one year of which shall have been at the level of Secretary I or its equivalent.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED STATE APPLICATION.

State applications may be obtained from any local Employment Security Office, NH Division of Personnel at 25 Capitol Street, Concord NH 03301 or the web site at:

<http://admin.state.nh.us/hr/employment.html>

Submit a completed State of New Hampshire application with **transcripts** to:

NH Employment Security
32 South Main Street, Concord, NH 03301
(603) 228-4059 / 228-4149
Jobs@nhes.nh.gov

In order to receive credit for post-secondary education, a transcript **MUST** be attached to the application.

NHES encourages members of the National Guard and Reservists of the US Armed Forces to apply.

NHES is a proud member of America's Workforce Network and NH WORKS
NHES is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.
Auxiliary aids and services are available upon request of individuals with disabilities.
TDD ACCESS: RELAY NH 1-800-735-2964.